



STATE OF MARYLAND
Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Room 400
Baltimore, Maryland 21201
410-767-4055



Dear Web Plus Data Uploader,

March 2008

Welcome to the Maryland Cancer Registry (MCR). You have been chosen by your facility to be a person who reports cancers and benign central nervous system tumors to the MCR by uploading files through Web Plus.

To become a user on our confidential Web Plus computerized cancer registry system, you will need to:

- understand the tumor reporting requirements of the state of Maryland;
- give us information about you and your facility; and
- sign a confidentiality and data use agreement for Web Plus.

There are four documents to get you started:

- **Reporting Requirements of the MCR** - answers common questions about reporting to the MCR and gives the Maryland law and regulations;
- **Confidentiality Understanding and User Agreement** - both you and your supervisor will need to sign the agreement;
- **Facility Demographics Form** – information about your facility,
- **Web Plus Users Guide for Uploaders** - information with instructions on how to use Web Plus to upload your data.

The data that you upload is confidential and is protected as are all identifiable data handled by your facility. Data that you upload are encrypted using Secure Socket Layer (SSL) technology so that they are protected during transmission to servers at Westat, the MCR contractor for data collection and quality assurance. The receiving servers are isolated from the Internet by a firewall. Access to these servers is limited to authorized personnel, and is strictly controlled.

When Westat has received the form signed by you and by your supervisor, Westat will contact you and give you a UserID and temporary Password for data entry. You will change your password when you first login. Westat provides technical support during usual business hours at the MCR Technical Help Line at 1-888-662-0016 or 301-315-5990 or you can email us at MCRTechnicalHelp@Westat.com. Please use this number to reach Westat, or contact the Westat Certified Tumor Registrar who has been assigned to work with your facility.

If you have any questions or comments, please contact me directly at 410-767-5521 or ksfern@dnhm.state.md.us.

Sincerely,

Kimberly Stern, MHA, CTR – Director, Maryland Cancer Registry
DHMH Center for Cancer Surveillance and Control